

SLI

16 March 83

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FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
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SA/Ops

FBIS-257/83
16 March 1983

MEMORANDUM FOR:

FROM:

Special Assistant, Operations Group, FBIS

SUBJECT: Bureau Chief Position/Grade Factor Guidelines

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1. Per our conversation and your request of 8 March 1983, specific standards as such do not exist for bureau chief positions, although in two PMCD surveys of FBIS field positions (the Bell survey in 1975 and the Beechum survey in 1979) criteria or guidelines were developed and applied to determine equity among such positions within FBIS.

2. As far as can be determined, no attempt was made before either survey to arrive at or use factors of comparability with Agency or U.S. Government positions of a similar nature nor were the criteria used coordinated with or agreed upon by FBIS.

3. In the 1975 survey, Bell noted: "Significant observations of Bureau Chief positions are the distinctions in degrees and depths of responsibilities between the various positions. The general scope of functional and managerial responsibilities among the bureaus is equivalent in terms of operations, supervisory/managerial requirements and accomplishment of mission objectives."

4. He went on to say: "The factors which add or detract from the complexity and relative grade value of Bureau Chief positions are: total size and mix of staff, complexity of local personnel administration programs; coverage and reporting requirements; languages and target countries; hours of operations; extent of real estate management; and, significance of the kinds and levels of negotiations in which involvement is required."

5. Similar terminology was used in G.A. Beechum's survey of Far East bureaus in 1979; i.e., "total size of bureau, mix of employees, complexity of FSN personnel administration programs, coverage and reporting requirements, language and target countries monitored, hours of operation and significance of the kinds and levels of negotiation required."

6. If the above guidelines or something similar is used in the future, I would strongly urge the inclusion of budget responsibilities, since

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financial management (planning, use and reporting) is a primary task of any bureau chief.

FBIS/Ops [redacted] (16 March 83)

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